

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief Records Administration Staff

DATE: 2 August 1961

FROM : Deputy Cable Secretary

SUBJECT: Annual report of Records Holdings

1. Data requested in your memo dtd. 30 June follows.

Cable Secretariat

- a) Records on hand 1 July 1960 - 116.5 cubic feet
- b) Records destroyed during FY 1961 - 1,461 cubic feet
- c) Records on hand as of 30 June 1961 - 102.8 cubic feet

Non-CIA Cable Branch (Cable Sec. assumed
responsibility for these files
on 1 January 1961.)

- a) Records on hand 1 July 1960 - 130.3 cubic feet
- b) Records destroyed during FY 1961 - 295 cubic feet
- c) Records on hand as of 30 June 1961 - 73.8 cubic feet

2. During the year six 4 drawer combination safes were cleared and returned to stock. Our net reduction of 56.5 cubic feet was achieved largely by reducing the retention periods for our cable reference files. Further reduction will probably be possible after we move to permanent quarters at which time our records control schedule will be consolidated and updated.

3. I am happy to report that the elusive goal of a 1:1 destruction ratio appears to be just over the horizon for us but unfortunately not for our customers---they never seem to get quite enough copies of cables to meet their needs.

STATINTL

